



Human Resources Newsletter

March 2007

INSIDE THIS EDITION

Notes From the Director, HR

ACES

- **ACS Virtual Counseling System**

Administrative Services

- **Annual Official Mail Workshop**

Army Substance Abuse Program

- **Prime for Life Train the Trainer Course**

Civilian Personnel

- **Civilian Education System**
- **Awards**
- **CEDAP**

Labor Relations

- **District Works Council**

Military Personnel

- **Installation Readiness Briefing**
- **Retiree Appreciation Days**
- **Passport Workshop**



Human Resources Newsletter

March 2007

Director's Notes

Transformation of the Army and in Europe is continuing at a rapid pace. The multitude of transformation activities occurring in Europe this fiscal year presents many challenges to those who put together the plans for these actions and those who have to execute these plans. I applaud all of you who are superbly meeting the daily demands resulting from these transformation actions, including NSPS and PSDR implementation.

NSPS is right around the corner. You all have made great strides to get the Region set up for a successful conversion to NSPS. A number of final preparatory actions still must be accomplished, but I think we are ready for NSPS. Business rules and guidance have been forthcoming and we are working on supplemental instructions. Garrison transition managers must now ensure that all concerned, without exception, have had the mandatory NSPS training—only very few employees and supervisors still need to take the training. We continue to publish draft performance objectives on the HRD website, so check for new materials for your use. NSPS requires significant changes in a lot of ways, but it will be a big win for employees, managers and supervisors, individual organizations, and our Army. You are instrumental in making this a success—you need to be the agents of change and the bearers of the NSPS message in your garrisons.

The Multi-Functional Conference in Kansas City, Missouri, is coming up next month.

~~This conference, along with the AUSA Installations Symposium, will be a very~~
interesting and educational event. Make sure you get the most out of it. I am looking



Human Resources Newsletter

March 2007

ACES

ACES Virtual Counseling System. The ACES Virtual Counseling System (VCS) has been fully deployed and is now operational at all Army education centers and Army learning centers in Europe. Through the power of video telephony, VCS enables Soldiers to have “virtual,” live, face-to-face counseling sessions with ACES counselors who are hundreds of miles away. A key feature of this system is called “collaboration.” This feature allows a counselor to “see” and “control” the desktop of the remote Soldier’s computer screen while simultaneously talking the Soldier through an issue, thereby greatly enhancing the overall counseling or training experience for the Soldier.

Make an effort to see and test the system. You will like it!



Human Resources Newsletter

March 2007

Administrative Services

Annual Official Mail Workshop. The Annual Official Mail Workshop will be held in Arlington, Virginia, 30 July through 3 August 2007. The workshop is designed for mail center employees and managers as well as official mail managers and their supervisors. For more information, call the Administrative Services Branch, HRD, HQ IMCOM-Europe, at DSN 370-3406.

Army Substance Abuse Program

Prime for Life Train the Trainer Course. Twenty-five Army Substance Abuse Program personnel attended a Prime for Life (PFL) Train-the-Trainer course at Patrick Henry Village. PFL is a 2-day intervention program that focuses on one's use of alcohol and other drugs and the high-risk implications of their use.



Human Resources Newsletter

March 2007

Civilian Personnel

Civilian Education System. The Army G-3/5/7 is planning an Army Civilian Leaders for the 21st Century (AL 21) media blitz to promote and educate employees on the new civilian professional development and leadership systems. This briefing will include important information on the new Civilian Education System. A representative from the Army G-3/5/7 will visit selected garrisons and brief leaders and employees. The Army G-3/5/7 will provide the briefer. Garrisons are responsible for the logistics. This includes the following:

- Identifying a briefing site.
- Providing an audiovisual package for the briefing (e.g., laptop, projector, screen, microphones, slide clicker).
- Advertising to all Army civilians on the installation, not just IMCOM-Europe civilians. All of your tenant units should be invited.

As soon as firm dates are known, you will be informed.



Human Resources Newsletter

March 2007

Civilian Personnel (cont)

Awards. DHRs are reminded that citations for awards to be signed by the Regional Director or someone at higher HQ must be forwarded as Word documents. In addition, Brigadier General Macdonald's signature block must be entered in block 13 of DA Form 1256 as follows:

John A. Macdonald, DCG, IMCOM

It is no longer necessary to send complete awards packages to the CPAC to request a CPAC statement for civilian honorary awards. Just send an e-mail message to the CPAC with the name, the last four numbers of the nominee's SSN, and the nominee's job title, series, and grade. In response, the CPAC will send you a signed memorandum or an e-mail message certifying that there are no pending CPAC actions against the employee.

CEDAP. Recently IMCOM senior executive leaders, including the Commander, Family and Morale, Welfare, and Recreation Command, and the Commander, United States Army Environmental Command, agreed to expand the Civilian Executive Development Assignment Program (CEDAP) to cover all IMCOM GS-15 positions, including career field 29 positions, that were covered during the pilot implementation. The expanded coverage is effective immediately.



Human Resources Newsletter

March 2007

Labor Relations

District Works Council. The IMCOM-Europe District Works Council held its regular scheduled monthly meeting in Wiesbaden in March. On 21 March, the local newspaper in Wiesbaden, the *Wiesbaden Kurier*, published an article about the local national workforce that is well worth reading. A translated copy of the article is attached to this newsletter.



Human Resources Newsletter

March 2007

Military Personnel

Installation Readiness Briefing. The Installation Readiness Briefing to the USAREUR DCG and the USAREUR G3 on 23 March focused attention on a number of issues regarding personnel services support at garrison level. Because HQ USAREUR/7A provided no instructions concerning what garrisons should include on their briefing charts, the garrisons responded in different ways.

- Based on information available to the Military Personnel Branch, manning was less of a problem than some garrisons reported. Garrisons are reminded that IMCOM-Europe is operating under an MOU through FY 07 until our concept plan is approved and authorizations are added to our TDAs. The MOU calls for a mix of civilian employees, Soldiers, and contract employees. This is not all bad since most of the Soldiers will be available through FY 07 to share their knowledge and experience with the civilian employees. This is important, since we will be using a smaller workforce to support a smaller population than that which was supported by personnel detachments.
- A smaller workforce does not allow us to employ as much specialization as the personnel detachments could. Our employees must be more multifunctional than they have been. We are nearing completion of position descriptions (PDs) that will provide for that. Once the PDs are completed, we will offer them as standardized PDs. In addition to standardized PDs, cross-training will be essential to making employees multifunctional. On-site training will be limited. 1st PERSCOM has a mobile training team, but the team will be limited in how much training it can provide while it continues to train MTOE units and garrisons.



Human Resources Newsletter

March 2007

Military Personnel (Cont)

Retiree Appreciation Days. DHRs at IMCOM-Europe were tasked (Tasker 7-0399) to submit comments by 20 March 2007 on a proposed change to AE Supplement 1 to AR 600-8-7. The change would allow direct-report garrisons to conduct local Retiree Appreciation Days (RAD) by expanding the Retiree Health Fair Days. The existing policy calls for conducting the RAD once a year in Heidelberg, but doing that reaches only 2.9 percent of the retirees and annuitants in Europe. Holding the event locally would bring services to more retirees, eliminate travel time for retirees outside of Heidelberg, give garrisons control of their own event, and give local retiree councils an opportunity to participate.

Passport Workshop. The annual 3-day Passport Workshop will be conducted 17 through 19 April 2007 at Patrick Henry Village in Heidelberg. During the workshop, State Department personnel will give a series of presentations. This is a “certifying” workshop to update existing passport agents and give new passport agents the agent code they need in order to perform their duties.



U.S. ARMY INSTALLATION MANAGEMENT COMMAND, EUROPE REGION

Human Resources Newsletter

March 2007

Visit the IMCOM-Europe DHR webpages!

USAG Bamberg

<http://www.bamberg.army.mil/sites/directorates/dhr.asp>

USAG Baumholder <http://www.baumholder.army.mil/sites/directorates/dhr.asp>

USAG Benelux

<http://www.usagbenelux.eur.army.mil/sites/directorates/human.asp>

USAG Brussels

<http://www.usagbrussels.eur.army.mil/sites/directorates/human.asp>

USAG Darmstadt

<http://www.darmstadt.army.mil/sites/directorates/human.asp>

USAG Garmisch

<http://www.garmisch.army.mil/sites/directorates/adjutant.asp>

USAG Grafenwöhr

<http://www.grafenwoehr.army.mil/sites/directorates/human.asp>

USAG Hohenfels

<http://www.grafenwoehr.army.mil/sites/directorates/human.asp>

USAG Kaiserslautern

http://www.kaiserslautern.army.mil/sites/directorates/dhr_default.asp

USAG Stuttgart

<http://www.stuttgart.army.mil/sites/directorates/adjutant.asp>

USAG Wiesbaden

<http://www.wiesbaden.army.mil/sites/directorates/human.asp>